

## FY17 Arts Project A Grant Guidelines

### **DESCRIPTION**

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The purpose of **Arts Project Grants** is to enable organizations and groups to develop and provide arts-based projects to the general public. Although the Arts Project category is intentionally nimble and inclusive of a broad variety of projects, funding preference is given to the following types of projects (not listed in order):

- Projects that are innovative and not part of regular programming
- Projects that create impact within the broad community
- Projects that support underserved groups/populations
- Festivals and public events
- Projects that raise awareness of the public value of the arts

Examples of arts projects include:

- Festivals, exhibitions, concerts, creative placemaking endeavors tied to community revitalization, or other innovative public presentations that advance the arts in a community or geographic region.

#### **Deadline for Arts Project Grant A: May 20, 2016**

These projects must occur between July 1, 2016 and June 30, 2017. All Arts Project Grants are competitively reviewed. Organizations are not guaranteed funding from one year to the next. Award notification will occur after July 1.

*\*The deadline for Arts Project B will be November 4, 2016. Application and guidelines for this opportunity will be available September 12, 2016.*

**Request range:** \$500 - \$2,000

### **FUNDING ELIGIBILITY**

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#### **Who Can Apply?**

- Nonprofit organizations
- Projects or groups working under a fiscal sponsor. Click [HERE](#) for a definition of fiscal sponsorship.
- Municipalities or government agencies
- Correctional/juvenile facilities
- Social service agencies
- Libraries or community centers
- For-profit organizations that have an arts community outreach component/impact

*\*If previously funded by Utah Arts & Museums, applicant must have complied with final reporting requirements.*

### **FUNDS may NOT be used for the following:**

- Travel outside of Utah.
- Employee or applicant's time or personal gain, political advertising, lobbying expenses, for-profit ventures or fundraising expenses. Grant funds need to go towards specific project support, not annual organizational costs.
- Projects completed prior to application.
- Fundraising events or galas.
- Deficits.
- Activities restricted to an organization's membership.
- Prizes, awards, scholarships, competitions, fellowships, benefits or hospitality (food, refreshments) costs.
- Capital improvements, purchase, long-term lease of equipment or property, building renovation, maintenance of facilities, or capital expenditures (does not apply to museum grants).
- Indirect costs for facilities, administration, or other overhead beyond the federally approved de minimis rate of 10%.
- General operating support.
- Private lessons in the arts.

### **Division of Arts & Museums Grant Policies**

- Organizations may only receive **one Utah Arts & Museums grant** per fiscal year.
- Utah restricts its funding to organizations based in and primarily serving the residents of Utah.
- **Grants require a 1:1 cash match.**
- **Charitable Solicitations Permit:**  
Unless otherwise exempt, all organizations that solicit funds for a charitable purpose are required by Utah law to register as a charitable organization with the Utah Division of Consumer Protection. In your application (if you are not a government agency or educational institution), we will ask you to provide a copy of your current Charitable Solicitation Permit. You must upload either a current CSP or a brief explanation of your exemption. If you have questions about whether this applies to your organization or not, you can read the [law](#), or contact the [Department of Consumer Protection](#). **You may not upload your CSP application.**
- Funds from Arts Project A grants must be spent between June 1, 2016 and July 30, 2017 (FY17).
- Legislative pass-through:
  - Organizations that receive ongoing legislative pass-through funding for operating support are not eligible for Utah Arts & Museums grant funding.
  - Organizations that receive one-time legislative pass-through funding for operating expenses are eligible to apply for Utah Arts & Museums funding during any years that they do not receive legislative pass-through funding.
  - Organizations that receive one-time pass-through funding for a specific project may still be eligible for Utah Arts & Museums funding. The Executive Committee of the Utah Arts

Council board may take into account the frequency of such appropriation requests and the nature and purpose of the requested appropriation.

- Organizations that receive pass-through funding for capital projects are eligible for Utah Arts & Museums funding.
- Grantees are required to file a final report online by August 1, 2017.
- Organizations must list their organization name and/or event information on [Now Playing Utah](#).
- Grantees must give credit to the Division of Arts & Museums and the National Endowment for the Arts (NEA) in promotion, publicity, advertising, and programs.
- Grantees are required to write letters to their legislators regarding their grant award, and should plan to attend Arts Day on the Hill, February 14, 2017.
- Grantees must use **both** the UA&M and NEA logos in published materials and publicity. Logos and style guides are available on our website at [artsandmuseums.utah.gov](http://artsandmuseums.utah.gov).
- All organizations applying for grants must have a DUNS number. For more information on applying for a DUNS number, click [HERE](#).

### **Educational Institution Eligibility**

- Programming, for which grant funding is sought, must be open to the general public and easily accessible. The public (meaning those outside the institution) must comprise a significant percentage of those involved in or served by the activities.
- Academic awards and/or work, including: fellowships, scholarships, or tuition fees for student work; as well as in-school curriculum projects and/or projects that are part of a required course or curriculum may not be funded by UA&M grants.
- Programming must be supplementary to regular curriculum. Grant funds cannot be used to support projects involving classes or workshops for which college credit is given.
- Grant funds may not be used to replace funds normally allocated for specific arts projects.
- Overhead expenses must follow the federal funding guidelines set by the Federal Office of Management and Budget.
- Institutions are limited to no more than one grant to the same academic department in any given fiscal year.

## **APPLICATION PROCESS**

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### **Deadline**

A complete grant, with all attachments, must be submitted [online](#) by **Friday, May 13, 2016** at 5:00 p.m. MST (for Arts Project A).

If you have questions, please contact Racquel Cornali, Community Arts Coordinator (801.236.7541, [rcornali@utah.gov](mailto:rcornali@utah.gov)) or Laurel Cannon Alder, Grants Manager (801.236.7550, [lalder@utah.gov](mailto:lalder@utah.gov)).

### **Funding Decisions**

A panel of peers and community representatives review and score the applications based on the criteria in the guidelines. The process is overseen by a Utah Arts Council board member. Grant awards depend on the amount of funding requested, how the applicant scored in the review process, (with attention paid to regional and rural distribution of state funds), and the amount of funding available. The Utah Arts & Museums Board of Directors reviews and approves final funding recommendations.

Following board review, applicants are notified and contracts are sent to successful applicants. Applicants must sign and return contracts before payment can be made. **Funds are not available until after July 1.**

<b>Grants Open</b>	March 28, 2016
<b>Grants Close</b>	May 13, 2016
<b>Panel Review</b>	June 2016
<b>Board Approval</b>	Summer 2016
<b>Funding Notification</b>	Summer 2016 (We are trying to get notifications out to everyone in early July).
<b>Payment Disbursed</b>	After July 1, 2016

## **GRANT PREPARATION & REVIEW CRITERIA**

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Below is the list of the grant questions in the application.

- **General Information**

- What are the starting and ending dates of your project? (please note that any funds must be spent on activities that occur within the appropriate timeframe as listed on the front page)
- What is the legal designation of your organization?
- If you are using a fiscal sponsor, what is the name of that organization?
- What is your organization's mission?
- Number of full-time employees
- Number of part-time employees
- Number of volunteers
- Number of seasonal workers
- Contact information
- Federal Employer Identification Number (EIN)
- DUNS number
- Current copy of your Charitable Solicitations Permit or a PDF explaining your exemption. (Current permit must be uploaded, we cannot accept a copy of the CSP application).

- **Artistic Excellence (30%)**

*Artistic excellence demonstrates the organization's potential to create art that meets the highest standards of excellence, engage the public with diverse art forms; enable participants to acquire knowledge or skills in the arts; and/or strengthen communities through the arts. What constitutes artistic excellence may vary in relation to the organization's mission, audience and community.*

- Provide a detailed description of the project and what you plan to accomplish.
- Describe the artistic merit and/or innovation of your project. Include in your description how you will assure high artistic excellence and how you will evaluate artistic quality at the conclusion of the project.

- How will you evaluate the project's effectiveness/impact?
  - Please provide up to 3 active web link(s)/URLs for project work samples. If you do not have web links then skip to the next question. (Do not provide more than 3 total samples of EITHER web links or uploads).
  - If you do not have web link(s)/URLs, please upload up to 3 work samples here. Do not upload files if web link(s) exist. (Do not provide more than 3 total samples of EITHER web links or uploads).
- **Community Involvement & Access (40%)**  
*Community involvement demonstrates the organization's efforts to understand and serve its community, its efforts to be inclusive of individuals from all demographic backgrounds, physical and cognitive abilities, as well as the community's support of the organization.*
    - Describe the community that will be served by this project.
    - Describe the impact of this project on your community.
    - Describe evidence of community support as demonstrated by partnerships and volunteer involvement.
    - If your organization provides programs that reach K-12 or life-long learners, please describe.
    - Describe how your organization engages with underserved populations whose access to arts experiences are limited (e.g. by geography, ethnicity, economics, etc.).
    - Does your project comply with ADA and [Section 504 accessibility requirements](#) (accommodations for people with disabilities)?
    - How does your organization help people who are differently-abled have more meaningful access to your programming?
- **Sound Management (30%)**  
*Sound management demonstrates the organization's ability to carry out its proposed activities, including administrative support, resources involved, quality of planning, and plans for evaluation and improvement.*
    - How will you promote the event/project in your community? What is your marketing plan?
    - Please upload a screenshot of your event or organization listing on Now Playing Utah.
    - Total Project Expenses (List only expenses related directly to the project you are applying for).
    - Total Project Income (Income directly related to the project).
    - Total Project In-kind.
    - Total Organization Operating Budget.
    - Identify and list other sources of means of support (in-kind, cash, foundation support, volunteers, etc.) and describe your sources of funding for this project. This response should align with the project budget worksheet.
    - Upload your FY17 Arts Project Grant Budget Worksheet (found at [artsandmuseums.utah.gov](http://artsandmuseums.utah.gov)). Applications using a budget form other than the one available on the Utah Arts & Museums grants page will be considered incomplete and may be disqualified.

## CONTACT INFORMATION

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